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ABSTRACT

As a mechanism by which policy for out-of-school experiences is carried out, these guidelines developed for Bruce County Schools, Canada, in 1972-73 are intended to insure pupil safety and set forth teacher responsibility during educational outings and excursions for students of all levels. Included are administrative procedures for obtaining school approval for a variety of experiences, from walking trips in the neighborhood to overnight trips, and teacher responsibility for supervision and safety, encompassing planning, parent notification, first aid, minimum supervision ratios for different ages and kinds of trips, and requirements for water safety, canoeing, use of boats for field studies in science or geography, and other special skills or safety precautions. Under transportation, guidelines cover use of regular school vehicles, watercraft and aircraft, and automobiles. Responsibilities of volunteer drivers are briefly outlined, along with how out-of-school programs should be financed and what public relations efforts can be made both toward parents and the community at large. Appendices contain some direction for emergency situations, accident procedures, excerpts from the 1972 Public Health Act dealing with lifeguards, aquatic instructors, and water safety assistants, and the following forms: information letter to parents, permission letters, medical treatment consents. (RS)

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Guidelines for Out-of-School Experiences

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GUIDELINES FOR OUT-OF-SCHOOL EXPERIENCES

During the fall and winter of 1972-73 the accompanying Guidelines and Policies for Out-of-School Experiences in Bruce County Schools were developed. A committee of teachers and principals reviewed similar guidelines from other boards, consulted with insurance and legal personnel, and examined existing pertinent legislation. A set of recommendations was drafted for consideration by the senior administrative staff and the Board. Some further revisions and additions were contributed by these two groups.

At the 9th March 1973 meeting of the Board a general policy motion approving the use of out-of-school experiences was passed. These guidelines represent the mechanism by which such policy will be implemented through Bruce County Schools and will be in effect until further revision is undertaken in the future.

The major objectives in the development of any such guidelines are to facilitate a wide variety of educational experiences for pupils as well as ensuring their safety and reducing the uncertainty of the teacher regarding responsibility and liability.

Since guidelines such as these will be in need of regular detailed examination and revision suggestions are welcome and should be directed to the Supervisor of Outdoor Education.

Appreciation is expressed to all who contributed to the development of this document.

C. E. Birchard
Supervisor of Outdoor Education

GUIDELINES AND POLICIES
FOR
OUT-OF-SCHOOL EXPERIENCES

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GUIDELINES AND POLICIES
FOR
OUT-OF-SCHOOL EXPERIENCES

1. GENERAL STATEMENT

The Bruce County Board of Education recognizes the educational value of well-planned and carefully executed out-of-school experiences for students at all levels. Such experiences illustrate, enrich and extend the curriculum of the school.

Thus, the Board endorses the regular use of educational outings and excursions provided they are planned and conducted within guidelines that result in maximum educational value.

II. APPROVAL

All out-of-school experiences must be approved by the appropriate supervisory officer at the Board as follows:

1. The principal may approve of the following experiences after being informed of their purpose, destination and duration:

   (a) walking trips to the school yard and neighbourhood;

   (b) day trips requiring transportation within the county;

   (c) day trips requiring transportation outside of the county.

2. The principal will refer to the superintendent for approval, the following types of experiences after receiving a written request from the teacher in charge:

   (a) trips requiring other than normal bus transportation;

   (b) trips requiring extended travel and/or overnight accommodation;

   (c) trips involving special skills or safety precautions whether local, county or extended.

3. The superintendent may refer to the Board trips of an unusual nature in order to ensure that adequate approval and insurance apply.

4. Where a number of out-of-school experiences are included in a course or club program, the total program may be approved if presented in sufficient detail to the principal, superintendent or Board. The teacher need not seek approval for individual outings following approval of the proposed program unless changes are made in the program following its initial approval. The teacher must, however, keep the principal informed of time, destination and duration of individual outings.

III. SUPERVISION AND SAFETY

The paramount thing for teachers to realize is that negligence may be construed as failure to do something an ordinary person would do under similar circumstances, or doing improperly something he has been trained to do.

It is also important to realize that we cannot absolve ourselves of liability for children's safety and well-being. By accepting a teaching job we assume responsibility for children while they are under our supervision on a school sponsored activity.

A teacher is required by law to exercise "reasonable and prudent care" in carrying out his or her responsibilities as the agent of the Board. A teacher who does not carefully plan and supervise out-of-school experiences, keep parents and administrative personnel informed is not demonstrating such responsibility. The courts have demanded a very high standard of care and supervision from teachers.

Teacher and/or Principal

1. Be sure that the activity is justified in view of the school's educational program and the Board's policies.

2. Plan all phases of the experience as thoroughly as possible.

3. Request approval of the experiences when necessary and in writing.

4. Notify parents of destination, times of departure and return, mode of transportation and supervision (see Appendix D).

5. For trips requiring approval of the Superintendent or Board secure permission slips signed by a parent. This indicates that parents have been informed and have given their approval. A waiver form in no way absolves the teacher of responsibility (see Appendices C and D).

6. Where appropriate in the view of those conducting or approving the trip, secure medical permission (see Appendix F).

7. Pre-visit site and facilities when feasible.

III. SUPERVISION AND SAFETY (Cont'd.)

8. Carry a first aid kit.

9. Have a basic knowledge of first aid or see that one of the chaperones has.

10. MINIMUM SUPERVISION RATIO

	Ordinary Day Trips	*Special Day Trips and Overnight Trips
Primary (K-3)	1 teacher/class	Not recommended
Junior (4.5.6)	1 teacher/class	1 adult/10 students
Intermediate (elementary)(7.8)	1 teacher/class	1 adult/15 students
Secondary School (9-13)	1 teacher/50 students or bus load	1 adult/15 students

(a) * "Special" day trips are trips such as canoeing which include activities requiring more than ordinary skill and safety precautions.

(b) Teachers are urged to consider the above adult-student ratios as minimum standards and reduce the ratio even further, if possible. "Adult" means teacher or parent, but senior students of known leadership ability may sometimes be used to increase the adult/student ratio even further.

(c) When one teacher is supervising a whole class (day trips) he/she is urged to have students organized into small groups with group leaders. Group leaders, either student or parent, should be clearly aware of their responsibilities.

(d) If an overnight field trip includes students of both sexes it is desirable that adults of both sexes accompany the group.

11. Water Safety

Safety and supervision shall be provided according to the

11. Water Safety (Cont'd.)

requirements of the Public Health Act, 1972. This act provides guidelines such as the following:

(a) When students are swimming for purposes of recreation or instruction the principal shall ensure that the adult in charge has a valid and current lifesaving certificate. If the group consists of more than 20 students but not more than 75 students in the water at the same time, there must be a minimum of a second lifeguard or qualified safety assistant on duty.

(b) A student member of the group may not act as Lifeguard or Safety Assistant but may act as an instructor provided the Lifeguard requirement stated above has been met.

(c) Qualifications of "Lifeguard" and "Safety Assistant" are set out in the Public Health Act, 1972 (see Appendix).

12. Canoeing

1. Prior to any sailing or canoeing program, the swimming ability of each student must be known by the teacher in charge. All students must wear C.S.A. approved lifejackets when on the water. Supervision shall be as for overnight trips.

2. The following pre-requisite skills are essential before students are admitted to programs in canoeing.

A student must be able to:

(a) swim 60 yds. (any style),

(b) tread water for 3 minutes,

(c) dive or swim to the bottom of a pool (approximiately 4 ft.) to retrieve an object.

3. Before students embark on a river trip or lake crossing in a canoe the following minimum instruction and practice must be given:

12. Canoeing (Cont'd.)

(a) paddling in both bow and stern,

(b) upsetting and righting a canoe in shallow water,

(c) entering and leaving canoe from dock and shore.

13. Use of Boats for Field Studies in Science or Geography

Occasionally, it may be necessary to make use of water craft in connection with field study programs. Such use should be under the direct supervision of the teacher in charge. All students must wear C.S.A. approved lifejackets. Either the boat should be secured to the shore by a rope or a second boat and person be available on the shore for emergency.

14. Other Activities Requiring Special Skills or Safety Precautions

Teachers seeking approval for other programs or activities similar to canoeing because they involve special skills not ordinarily taught by schools or require special safety precautions must submit such applications in writing. The application should include clear statements of the pre-requisite skills and the sequence of instruction and practice to be given. (Examples: sailing, rock climbing, skin or scuba diving, skiing, snowmobile handling).

IV. TRANSPORTATION

Care should be taken, in planning outings, that the time spent at the destination is great enough to justify the amount of time spent going there and returning. Remember, too, that a good deal of learning can take place while students are enroute to their destination or returning.

1. Regular School Vehicles

It is economically sound to use these as it extends their use for very little cost. Scheduling must be handled carefully to avoid conflicting commitments.

IV. TRANSPORTATION (Cont'd.)

2. Watercraft and Aircraft

Travel by boats longer than 30 feet (including ferries) and aircraft requires special insurance coverage and must be approved by the superintendent.

3. Automobile

Before transporting students in his or her car a teacher or a parent should know that the Board cannot relieve the driver of personal liability in the use of his own automobile for the transportation of students. It is wise to carry a minimum of $300,000 passenger hazard and liability coverage on your personal insurance policy. The principal should see that all drivers transporting students to school sponsored events are informed of this recommendation.

(1) Endorsement S.E.F. No. 37 interpreting the words "carrying passengers for compensation or hire" is now automatic on the standard automobile policy of teachers and extends coverage to include "the occasional and infrequent use by the insured of his automobile for the transportation of children to or from school or school activities conducted within the educational program".

(2) If a teacher anticipates the regular use of an automobile to carry students for compensation he should contact his insurance agent and have the endorsement S.E.F. No. R-6 added to his standard automobile policy at a slightly increased premium.

V. VOLUNTEER DRIVERS AND RESOURCE PEOPLE

Parents and other adults are often asked to transport students to out-of-school activities. If they are also required to supervise activities or act in a consultative capacity, the teacher should take great care to ensure that the volunteers know what their responsibilities are. The principal has authority to delegate responsibility and should have in his possession the names of all volunteers assisting his staff. This affords the volunteer the same protection provided to the teacher.

V. VOLUNTEER DRIVERS AND RESOURCE PEOPLE (Cont'd.)

In order to ensure that a parent provides equal supervision to all students in his charge it is best he supervise children other than his own.

VI. FINANCING OUT-OF-SCHOOL PROGRAMS

1. Each school should calculate its needs on the basis of a projected program. The travel budget is administered by the principal and/or department head.

2. Since out-of-school experiences during school time are considered as valid parts of the school curriculum it is recommended that all such outings be either paid for or subsidized by the school travel budget. It is undesirable from a public relations standpoint to have some trips wholly paid for by the school and others wholly paid for by students.

3. Travel for clubs and special interest groups may sometimes be allowed to extend into school time but will not be governed by the provisions in Items 1 and 2.

4. When additional funds are required they may sometimes be sought from parents or by fund-raising projects. Care should be taken not to ask parents for excessively large amounts or too frequently. Limit door-to-door campaigns.

5. Remember that all funds should be accounted for and contributors should know how funds have been spent.

VII. PUBLIC RELATIONS

The following suggestions are offered to assist in informing the public on the validity of out-of-school programs:

1. Establish clearly the educational rationale or objectives of each out-of-school study.

2. Ensure adequate follow-up.

VII. PUBLIC RELATIONS (Cont'd.)

3. Invite parents and volunteers to participate in field studies.

4. For extensive experiences hold preliminary meetings to inform parents of your plans. Follow-up open houses provide students with opportunities to display their accomplishments. Films and slide shows are excellent in this regard.

5. Keep the press informed. Provide photographs of newsworthy activities. Enlist their co-operation in covering the educational aspects of the program rather than just the "human interest" aspects.

6. In planning field trips that return later than normal school closing time, teachers are reminded to use consideration since many students have after-school responsibilities which must be re-arranged. Advance notice to parents containing the day's itinerary and anticipated time of return is essential.

APPENDIX 'A'

EXCEPTIONS

There are some situations which may arise infrequently and for which it is relatively impossible to develop county-wide guidelines or policy. In such situations the wise judgment of the supervising teacher must apply. The important thing is for teachers to be aware that no set of guidelines or policy can anticipate all eventualities and that there is no substitute for his/her carefully considered decision. Schools should discuss action to be taken if the following or similar situations occur. Students should be clearly aware of limitations and expectations. Examples of such rare but very real situations are:

1. A serious discipline problem arises when away from the school and the home community.

2. A student fails to show up by the time the rest of the group and transportation are ready to depart.

3. A student asks permission to leave the group and travel or stay with a friend (relative).

4. The sudden emergency - a teacher is faced with leaving the group for which he is responsible to attend to an emergency involving one student.

5. The specific situation - outers courses, outers clubs and camping clubs should include preparation for dealing with typical emergencies as part of their instructional programs (e.g. someone gets lost, group gets separated, one canoe gets swamped).

APPENDIX 'B'

SUGGESTED ACCIDENT PROCEDURE

1. The Public Health Nurse should be summoned if in the school or at the site.

2. If the injury is considered to be serious enough to require medical attention or hospital care, the parent must be contacted and the student taken to the doctor or hospital as arranged with the parent. Render appropriate first aid.

3. If the injury appears to be to the back, legs or pelvic regions, extreme caution is necessary. The student should be left in a comfortable position until professional medical advice is obtained.

4. If the accident is considered an "Emergency" call the parents. If the parents cannot be contacted, call the police and state the location of the accident. The operator will connect you with the local police station when you state the nature of the accident, the address or location and your requirements.

5. The principal must be notified by his staff of all accidents that are considered serious.

6. An accident report form must be completed according to the established school policy.

7. The teacher or principal should obtain the consent of a parent or guardian before summoning a doctor or an ambulance or sending the injured student to a hospital unless medical emergency form has been completed and parents cannot be reached.

Emergency Telephone Numbers

Police -

Doctors on Call -

Hospital -

Ambulance Service -

APPENDIX 'C' - SAMPLE FORM

LETTER OF INFORMATION FOR OUT-OF-SCHOOL EVENTS

The students of Miss _____'s class will be making use of a number of short outings around the school and neighbourhood in connection with their curriculum this year. Outings will include visits to such sites as _____,

_____, _____.

Please return this form to indicate that you have been informed of our intention to make use of these outings.

_____ _____

Teacher Principal

RECEIPT SLIP

We have been informed of the planned outings for the students of Miss _____'s class.

_____

_____

Parents

APPENDIX 'D' - SAMPLE FORM

LETTER OF PERMISSION FOR LONGER FIELD TRIPS

The students from Miss _____'s class are planning a field trip to _____ as part of their study of _____. This will be considered as a regular part of their school program. Adequate supervision will be provided.

A detailed outline of our itinerary and the child's responsibility is attached.

Please indicate below your permission to have your child participate in this excursion and return this signed form.

_____ _____

Teacher Principal

.....

PERMISSION SLIP

_____ My child _____ has permission to participate in this excursion.

_____ I would rather that _____ not take part in this excursion.

_____

Parent

APPENDIX 'E' - SAMPLE FORM

PERSONAL INFORMATION FOR RESIDENTIAL FIELD STUDIES AND OVERNIGHT TRIPS

Note: This form is for use by the teacher in charge only. In order to be as helpful as possible, we ask that you be fully complete.

Student's Name _____

Name of Parent or Guardian _____

Address _____ Phone _____

Business Address _____ Phone _____

O.H.I.P. Number _____

Is there information we should know about your child? Is he or has he recently been under the care of a physician, psychiatrist or psychoanalyst?

_____

_____

Give details of any physical handicaps

_____

Give details of any continued medication

_____

Give details of any allergies

_____

Other factors requiring special consideration? (fears, nightmares, etc.)

_____

....

Date Signature of Parent or Guardian

CONFIDENTIAL: PLEASE RETURN IN SEALED ENVELOPE

APPENDIX 'F' - SAMPLE FORMS

Following are two examples of forms which perform the same function. The one with simpler wording is suggested for general use; the one with legal terminology is suggested for overseas trips.

1. **MEDICAL TREATMENT CONSENT FORM**

In the case of medical emergency and we are not immediately available for consultation, I hereby give permission to the physician selected by the teacher-in-charge to secure proper treatment or hospitalize my child/ward as named above with the exceptions noted here:

(e.g. insulin) _____

_____

_____

....
Date Signature of Parent or Guardian

.....
O.H.I.P. Number

---

2. **MEDICAL TREATMENT CONSENT FORM**

I, the undersigned parent of .....
(name of student)

do hereby appoint (teacher) to represent me and to act in my behalf in any situation involving the above-named student whereby treatment by a legally licensed and practicing physician/surgeon is required.

If, after consultation with (teacher), a legally licensed and practicing physician/surgeon advises the administration of such treatment as the latter deems necessary after an examination of the above-named student, I hereby consent to the administration of such treatment.

The term of this appointment shall be from .....
to ....., both dates inclusive and in my absence.

Date ..... Signatures .....
(both parents)

Relationship to student..... Phone No.....

O.H.I.P. Number .....

APPENDIX 'G'

Excerpt from PUBLIC HEALTH ACT, 1972

24. (1) At all times when a public swimming pool is in use it is the responsibility of the operator to ensure that lifeguards and qualified safety assistants are on duty at the poolside in such numbers that the number of qualified safety assistants shall never exceed the number of lifeguards and the total provided is in accordance with the tables set out in this Regulation for the various classes of public swimming pools.

(2) Notwithstanding subsection 1, during a period when a public swimming pool is in use solely for aquatic instruction under the direct supervision of a person who is the holder of the Royal Life Saving Society's Instructor Certification, the Ontario Teachers' Aquatic Standard, the Canadian Red Cross Society's Water Safety Instructor Certification or the Young Men's Christian Association's Senior Lifesaving Award, there shall be provided safety supervision in addition to the aquatic instructor on a scale not less than that set out in the following Table:

T A B L E

MINIMUM NUMBER OF LIFEGUARDS OR SAFETY ASSISTANTS IN ADDITION TO THE AQUATIC INSTRUCTOR

Number of Bathers	Minimum Number of	
	Lifeguards	Qualified Safety Assistants
0-20	0	0
21-50	1	0
Over 50	1	1

Note: A lifeguard or qualified safety assistant provided in addition to the aquatic instructor under this clause may also give aquatic instruction.

(3) A lifeguard or qualified safety assistant shall have no other duties requiring his absence from the deck of the pool when bathers are present.

(4) Notwithstanding subsection 3, where two or more persons are on guard duty a lifeguard or a qualified safety assistant may absent himself briefly from the pool deck to attend to other duties necessary for the operation or administration of the pool if he is within call and continuous surveillance of the pool is maintained by other lifeguards or safety assistants from the pool deck.

(5) Lifeguards and safety assistants shall be so attired that they are readily identifiable as members of the lifesaving staff.

(6) For the purpose of subsection 7, "lifeguard certificate" means any one of,

(a) the Royal Life Saving Society's Bronze Medallion;

(b) the Canadian Red Cross Society's Water Safety Leader Aware;

(c) the Canadian Red Cross Society's Water Safety Instruction Certificate;

(d) the National Lifeguard Service's Certification;

(e) the Young Men's Christian Association's Senior Lifesaving Award;

(f) a special certificate that the Minister deems to be equivalent to one of the qualifications listed in clauses a to e; or

(g) the Ontario Teachers' Aquatic Standard, when the holder is giving aquatic instruction under the auspices of a school board or board of education.

(7) A lifeguard shall:

(a) be at least seventeen years of age; and

(b) be in possession of a lifeguard certificate issued to him and dated not more than two years prior to the date on which he acts as a lifeguard.

(8) For the purpose of subsection 9, "safety assistant's certificate" means,

(a) the Young Men's Christian Association's Junior Lifesaving Award; or

(b) any one of the qualifications listed under subsection 6.

(9) A qualified safety assistant shall,

(a) be at least sixteen years of age; and

(b) be in possession of a safety assistant's certificate issued to him and dated no more than two years prior to the date on which the holder acts as a qualified safety assistant.

(10) A lifeguard certificate or safety assistant's certificate,

(a) shall show clearly on its face,

(i) the name and address of the issuing organization,

(ii) the name of the person to whom it was issued,

(iii) the name of the award or certification,

(iv) the date of issue, and

(v) the title and signature of the issuing official;

(b) shall be considered valid if, when more than two years have elapsed since the date of issue or re-issue, the issuing organization has re-tested or re-examined the certificate not more than two years prior to the date on which the holder acts in the capacity for which he is qualified; and

(c) may be re-issued on the basis that the person to whom it was re-issued possessed, at the time of re-issue, the skills and knowledge required of a new candidate for certification.

(11) The Minister may require the holder of a lifeguard certificate or safety assistant's certificate to take such practical tests and written or oral examinations as are relevant to the level of qualification involved.

(12) When a certificate holder becomes unable for any reason to satisfactorily discharge his duties, upon the receipt of a written complaint, the Minister may order that the certificate holder be re-examined to justify continuance or discontinuance of the certification.